

**Marine Corps League  
Northwest Arkansas  
Detachment #854**



**ADMINISTRATIVE  
PROCEDURES  
2019**

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## **CHAPTER ONE**

### **General**

**Section 1000. Name.** The name of the body corporate is the Northwest Arkansas Detachment #854 of the Department of Arkansas, Marine Corps League and is a subsidiary organization of the National Marine Corps League, which is a nonprofit corporation incorporated by an act of the seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington, D.C. on Tuesday, January 5, 1937, and approved August 4, 1937.

**Section 1005. Location.** The principal location shall be with the Commandant of the Marine Corps League Northwest Arkansas Detachment #854, or at such other place or places as the Detachment Board of Trustees may select in the best interests of its membership.

**Section 1015. Policy.**

a. The supreme power of the Marine Corps League Northwest Arkansas Detachment #854 shall be vested always in its membership; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Marine Corps League.

b. The Marine Corps League Northwest Arkansas Detachment #854 shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.

c. Nothing in the preceding subsection shall prohibit the Marine Corps League Northwest Arkansas Detachment #854 or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

**Section 1020. Organization.** The constituted bodies of this organization shall be:

a. The Detachment Organization to be known as the Marine Corps League Northwest Arkansas Detachment #854.

(1) The organization is assigned Employer Identification Number (EIN) 71-0799206 with the Internal Revenue Service (IRS), and is reported as a 501(c)4 organization to the IRS by National Headquarters of the Marine Corps League under Group Exemption Number (GEN) 0955.

(2) The organization is incorporated under the laws of the State of Arkansas and was certified by the Secretary of State to be a non-profit corporation on June 21, 2000.

b. Such other subsidiary organizations as the National Organization may create, establish, or recognize.

**Section 1025. Compliance with National Administrative Procedures.**

a. The National Administrative Procedures shall prevail should there be any inconsistency between the Marine Corps League Northwest Arkansas Detachment #854 Administrative Procedures and those of National.

b. Any amendments to, or revisions of the National Administrative Procedures, hereafter adopted which may be in conflict with these Administrative Procedures shall automatically become part of these Administrative Procedures.

c. Within these Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and National Administrative Procedures are to be considered as an integral part of these Administrative Procedures.

**Section 1030. Installation of Officers.** See Section 2050.

## **CHAPTER TWO**

### **Detachment Meetings**

**Section 2000. Meetings.** The Marine Corps League Northwest Arkansas Detachment #854 meetings shall be convened once each calendar month during the third Monday of the month unless prevented by national emergency or other unpreventable cause.

**Section 2005. Time and Place.** The time and place of each Marine Corps League Northwest Arkansas Detachment #854 meeting shall be 1830 at the American Legion Post #341 in Bella Vista, Arkansas.

**Section 2010. Procedures.** Immediately preceding the convening of each Marine Corps League Northwest Arkansas Detachment #854 meeting, the Department Commandant will determine and establish the sequence and procedure the business of the meeting shall be conducted, provided such determination is in conformity with the Detachment Bylaws and Detachment Administrative Procedures.

**Section 2015. Rules of Order.** The National Bylaws and National Administrative Procedures, Department of Arkansas Bylaws and Department of Arkansas Administrative Procedures, and Marine Corps League Northwest Arkansas Detachment #854 Bylaws and Detachment Administrative Procedures shall govern the procedure and conduct of each Detachment Meeting. The Parliamentary Authority for Conventions shall be the latest edition of *Robert's Rules of Order Newly Revised*, in accordance with Section 425 of the National Bylaws.

**Section 2030. Right to Speak.** All Detachment Members, when recognized by the Detachment Commandant and not so expressly prohibited by the Detachment Bylaws, shall have the right to speak on any subject and all issues brought to the monthly meeting for its consideration. Each Detachment Officer, Past Detachment Commandant, and member in good standing may be granted the floor by the Detachment Commandant.

**Section 2035. Voting.** Except as otherwise provided in these Bylaws, a fifty (50) percent plus one (1) vote by the Detachment members voting shall carry any measure and decide any issue.

**Section 2040. Nominations.** Each nomination for an elective Detachment office shall be made from the floor the month prior to which the elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Detachment Commandant that if elected, they will accept the office and serve loyally, faithfully, and to the best of their ability during the term to which elected.

**Section 2045. Elections.**

a. The election of Detachment Officers shall be the first order of business at the next Detachment Meeting following the monthly meeting during which nominations were held. The election of the Detachment Commandant, Detachment Senior Vice Commandant, Detachment Junior Vice Commandant, and Detachment Judge Advocate shall be conducted in this order by a roll call vote.

b. The Detachment Commandant shall then call for the "Election of Officers." Upon such announcement, the Detachment Commandant shall not accept or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Detachment Commandant a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.

c. A majority of the votes cast is required to elect Detachment Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed ten (10) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

**Section 2050. Installation.** The installation of Department Officers shall be conducted with formal ceremony at the conclusion of the roll call vote. The Department Commandant elect shall be the Installing Officer.

**Section 2055. Stenographic Expense.** Any stenographic expense that may be required, including recording the proceedings of the Detachment, shall be borne by the Detachment.



## **CHAPTER THREE**

### **Department Staff**

#### **Section 3020. Detachment Adjutant/Paymaster or Detachment Adjutant and Detachment Paymaster.**

a. The Adjutant/Paymaster or both the Detachment Adjutant and the Detachment Paymaster will be responsible to the Detachment Commandant.

b. The Adjutant/Paymaster or both the Detachment Adjutant and the Detachment Paymaster will surrender all books, records, and property of the Marine Corps League Northwest Arkansas Detachment #854, with which the office is charged, to the duly elected or appointed successor as called for in Section 3115.

c. The Adjutant/Paymaster or the Detachment Adjutant will keep the minutes of all Detachment Meetings and perform such other duties as are usually assigned a secretary.

d. The Adjutant/Paymaster or the Detachment Adjutant will mail to the Department Board of Trustees within sixty (60) days following a brief summary of any minutes showing actions and decisions affecting the Detachment Bylaws and Administrative Procedures.

e. The Adjutant/Paymaster or the Detachment Adjutant will receive and review all committee reports and correspondence, and where appropriate, forward copies to the Board of Trustees for information.

f. The Adjutant/Paymaster or the Detachment Paymaster will perform all of the ordinary and necessary business of the Marine Corps League Northwest Arkansas Detachment #854, including the approval of purchasing materials and services of normal business operations, within the bounds of the budget, as provided by the Board of Trustees. #

g. The Adjutant/Paymaster or the Detachment Paymaster will cause to be kept all proper and necessary books for the recording of all business of the Marine Corps League Northwest Arkansas Detachment #854, including a correct record of all membership accounts.

h. The Adjutant/Paymaster or the Detachment Paymaster will receive all monies, keeping record of their source and purpose, and shall deposit said monies in approved and federally insured accounts, including checking and/or savings accounts. All monies deposited shall be in the name of the Marine Corps League Northwest Arkansas Detachment #854.

i. The Adjutant/Paymaster or the Detachment Paymaster will establish the Fiscal Year for the Marine Corps League Northwest Arkansas Detachment #854 from May 1 to April 30 of the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the Marine Corps League Northwest Arkansas Detachment #854.

j. The Adjutant/Paymaster or the Detachment Paymaster will assure that all checks issued have the signatures of the Adjutant/Paymaster of the Marine Corps League Northwest

Arkansas Detachment #854.

**Section 3030. Detachment Auditor** shall:

a. Be directly under the control of, and answerable to, the Detachment Board of Trustees.

b. As directed by the Detachment Board of Trustees, closely observe and thoroughly review all financial operations, financial affairs and financial records of the Marine Corps League Northwest Arkansas Detachment #854 and all of its subsidiaries and subordinate organizations, groups, and activities.

c. Appoint such Audit Committee Members, with the approval of the Detachment Board of Trustees, as may be necessary to perform the duties and tasks assigned.

**Section 3035. Department Chaplain** shall perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Marine Corps League Northwest Arkansas Detachment #854 Bylaws and Marine Corps League Northwest Arkansas Detachment #854 Administrative Procedures.

**Section 3075. Detachment Sergeant-at-Arms** shall preserve order at Detachment meetings and perform such other duties as are required by the Detachment Commandant. The Detachment Sergeant-At-Arms is empowered to deputize such Deputy Sergeants-At-Arms as may be necessary for the proper performance of their duties.

**Section 3115. Appointed Officers, Chairmen, and Committee Members Terms.** All appointed Detachment Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the Marine Corps League Northwest Arkansas Detachment #854 Bylaws or Administrative Procedures, serve at the pleasure of the Detachment Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office or person is charged.

**Section 3120. Department Board Voting.** Each Detachment Board Member shall have one (1) vote. There shall be NO proxy voting. The Detachment Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Detachment Judge Advocate. Between Detachment meetings, the Detachment Board of Trustees is empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone.

a. All regular or special business meetings requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant, Adjutant/Paymaster or designated recorder. The Detachment Adjutant or Adjutant/Paymaster will call each Detachment Board of Trustee's name for their respective YES or NO vote. The Detachment Adjutant, Adjutant/Paymaster or the designated recorder will record each Board members vote. If the Board of Trustee is not present, he/she will be listed as not present, did not vote.

b. All business meetings by teleconferencing requiring a YES or NO vote shall be

handled routinely by the Detachment Adjutant, Adjutant/Paymaster or the designated recorder. The Detachment Adjutant, Adjutant/Paymaster or the designated recorder will call each Detachment Board of Trustee's name for their respective YES or NO vote. The Detachment Adjutant, Adjutant/Paymaster or the designated recorder will record each Board members vote. If the Board of Trustee is not on the teleconferencing call, they will be listed as not present, did not vote.

c. All business conducted by telephone requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant, Adjutant/Paymaster or the designated recorder, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Detachment Adjutant, Adjutant/Paymaster or the designated recorder may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.

1. Upon request by a Detachment Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.

2. The Detachment Adjutant, Adjutant/Paymaster or the designated recorder shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of email balloting, and shall email identical copies of the tallies to each Detachment Board of Trustees Member.

d. All business conducted by email requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant, Adjutant/Paymaster or the designated recorder. An email will be generated with the subject for discussion to all Detachment Board of Trustees Members. If a motion is made, it will be sent from the person making the motion to "Reply All" in the original message for discussion. A second Board Member can likewise "Reply All" to second the motion. Any Board Member may "Reply All" for discussion. Upon having a motion and a second, the Detachment Commandant can call for a vote using "Reply All" in the email chain. Each Board Member votes YES, NO, or ABSTAIN by "Reply All" in the email chain. The Detachment Adjutant, Adjutant/Paymaster or the designated recorder will tally all votes and "Reply All" with the tally information. If a Board of Trustee does not respond with a vote within five (5) days, they will be listed as did not vote.

e. The results of each e-mail, teleconferencing, and telephone balloting shall be made available to the Detachment Board of Trustees within five (5) business days after compiling of the vote.

**CHAPTER FOUR**  
**Divisions**

(RESERVED FOR FUTURE USE)

## **CHAPTER FIVE**

### **Department**

The CHAPTER FIVE of the National Administrative Procedures of the Marine Corps League refers to the Department of Arkansas.

## **CHAPTER SIX**

### **Detachments**

The Marine Corps League Northwest Arkansas Detachment #854 shall be organized in full compliance with guidelines and directives of CHAPTER SIX of the National Administrative Procedures of the Marine Corps League.

## **CHAPTER SEVEN**

### **Members**

The members of the Marine Corps League Northwest Arkansas Detachment #854 shall be in full compliance with guidelines and directives of CHAPTER SEVEN of the National Administrative Procedures of the Marine Corps League.

## **CHAPTER EIGHT**

### **Subsidiaries and Subordinates**

The Marine Corps League Northwest Arkansas Detachment #854 shall be in full compliance with guidelines and directives of CHAPTER EIGHT of the National Administrative Procedures of the Marine Corps League.



## **CHAPTER NINE**

### **Grievances**

The Marine Corps League Northwest Arkansas Detachment #854 shall be in full compliance with guidelines and directives of CHAPTER NINE of the National Administrative Procedures of the Marine Corps League.

## **CHAPTER TEN**

### **Miscellaneous**

**Section 10000. Fund Raising.** See National Bylaws and Administrative Procedures Section 10000.

**Section 10005. Respect.**

a. The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.

b. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

**Section 10020. Amendments.**

a. The Administrative Procedures cannot be waived by the Marine Corps League Northwest Arkansas Detachment #854 Board of Trustees but can be amended, revised or repealed by a majority vote of the Detachment Board of Trustees. Members can submit amendments, revisions or repeals to the Detachment Board of Trustees. Amendments, revisions or repeals cannot in any manner violate the provisions of the Detachment Bylaws.

b. To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections will be included in the single submission.

c. A hard copy of the proposed revisions shall be made available to the Detachment and Detachment Commandant, each member of the Detachment Board of Trustee, and each Past Detachment Commandant.

d. When a proposed amendment is brought to the floor of the Detachment Meeting for consideration and a motion is made relevant to adoption thereof, that motion becomes a main motion, and as such the proposed amendment may be amended from the floor in accordance with parliamentary law. Such amendments to the main motion, however, must be germane to the main motion and must not exceed the scope of the main motion.

e. The Detachment Board of Trustees shall have the authority to identify and, with the advice and consent of the Detachment Administrative Procedures Committee, correct errors in the Detachment Administrative Procedures that are deemed to be clerical in nature where the error is clearly evident to the committee and the correction shall make no material change to the intent, form, or function of the Detachment Administrative Procedure in question.

**Section 10025. Effective Date.** Each revision, amendment or repeal of a provision of the Detachment Administrative Procedures which are approved at a Detachment meeting, as outlined in the Detachment Bylaws, Article XI, Section 1105, and does not provide for an effective date will become effective upon the close of the Detachment meeting at which it is approved.

**Section 10030. Detachment Administrative Procedures Distribution.**

a. A hard copy of the approved changes will be made available at no charge to each member of the Detachment Board of Trustee.

b. Any member of the Marine Corps League may purchase copies of the Detachment Administrative Procedures from the Paymaster for the cost of printing and postage. Electronic copies will be provided at no charge.

**Section 10035. Blanket Bond.** See National Bylaws and Administrative Procedures Section 10035.

**Section 10040. Violation.** Any member who violates the precepts of the Detachment Bylaws or the Administrative Procedures is subject to the provisions of Chapter Nine Grievance and Discipline, as stated in the Administrative Procedures.